

## ABSTRACT

The proceedings are prepared in a simple manner. A conference management server (11) has: a proceedings control section (44) for preparing time information indicating when presentation data is outputted to a projector device (15) while preparing time information indicating when material data generated by, for example, a scanner device, is outputted to the projector device (15), and for preparing conference management information relating to a conference; a data storage section (45) for storing the presentation data presented by the projector device (15), the time information indicating when the presentation data is presented, generated by the proceedings control section (44), the material data generated by the scanner device, the time information indicating when the material data is presented, and the conference management information; and a proceedings preparation section (49) for arranging the conference management information, the presentation data and the material data in accordance with the time information and thus preparing proceedings data.